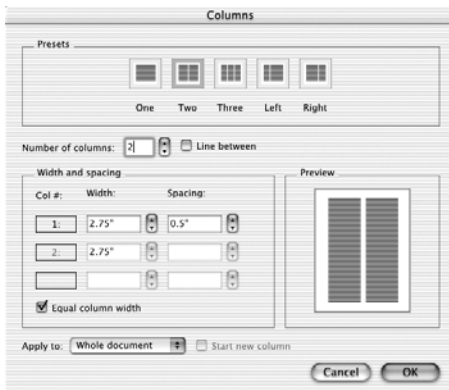
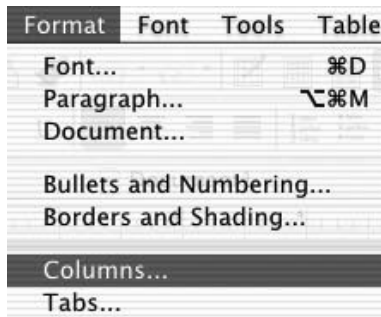


Using Columns

Summary

Microsoft Word can be used to create a variety of files. Examples include letters, résumés, formal papers, and bulleted or numbered lists. There are times when it is necessary to place information in more than one column. Users can set the number of columns used in a file.

Text can be written in newspaper or magazine-style columns to create the look and feel of these types of periodicals.



Step-by-Step Directions

Using Columns

1. Click and hold the **Columns** button on the *Standard* toolbar.
2. Drag the mouse to the number of columns you want.
3. Alternatively, you may click **Format** on the Menu bar.
4. Choose **Columns**.
5. You may choose the number of columns here. You may also format the width and spacing between columns.

Quick Tip

You can type text first, highlight it, and then choose the **Columns** button from the *Standard* toolbar to select the number of columns desired.